

CONFIDENTIAL

19 February 1976

MEMORANDUM FOR: Executive Assistant, Office of Personnel

SUBJECT : Highlights of Activities for the Control Division  
for the Week Ending 19 February 1976

I. Highlights of activities for this Division for this week  
are as follows:

A. SRB provided:

- 25X1 1. Ms. [ ] OP/HMAB, the percentage of  
on-duty strength at the departmental level for each  
Agency directorate as of 31 January 1976.
- 25X1 2. Mr. [ ] OP/PS, total gains and losses which  
occurred in the Agency during Calendar Year 1975. The  
information related to: EOD's, LWOP Returnees, Details  
In, Separations, Retirements, LWOPs and Details Out.
- 25X1 3. Ms. [ ] OD/Pers, the names of two (2)  
Chief, Finance Officers assigned to the Vietnam Station  
as of 30 September 1974 and 31 December 1974.
- 25X1 4. Ms. [ ] OTR, Agency total departmental  
personnel on duty as of 31 January 1976. This information  
is to be used to relate percentages for Agency external  
training courses.

B. For the week ending 13 February, TRB received 302  
actions with 380 errors or a 125% error rate. Of the total  
number of actions received, 104 were perfect. As a result  
of this ongoing project, C/TRB met with CRS/Pers regarding  
their errors (12 actions and 37 errors in the past week).  
CRS will be scheduling two of their employees for training  
on the preparation of actions. Also, an employee from [ ]  
has been rescheduled for training after failing to attend a  
session originally planned for 17 February 1976.

25X1

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C. TRB/Position Control Section used the auto-pen for 4 Certificates of Distinction and 1 Certificate of Merit with Mr. Colby's signature. The template with Mr. Bush's signature has not arrived yet.

25X1

D. TRB used the CEMLOC records system for 2 special name and address checks for the Office of Security. This involved recalling information on street addresses as approved by Mr.  Ex Ass't D/Pers.

E. ROB will be sending 150 files to TRB on Contract and Career Associate employees (age 55) expected to retire within 10 years. ROB has requested that TRB obtain "other agency" service records from the Federal Records Center on these individuals to be used in the computation of retirement benefits. In the future ROB will request TRB assistance in securing "other agency" records for employees age 50-55.

F. TRB/Position Control Section has processed 424 verbal requests and 185 written requests for information so far this month--this is the highest rate noted since TRB/PCS (Employment Verifications) began keeping records on processed requests.

G. The monthly OJCS/MAP meeting on 13 February 1976, was attended by Control Division representatives.

H. On 12 February 1976 C/TRB attended a meeting of OP representatives to assist in documenting/correcting the personnel records of a contract employee who filed an EEO complaint and won the right to reinstatement based on age discrimination.

I. On 12 February C/TRB met with DC/COMIREX and DDI Management Staff representatives to discuss a new Detail-In program for COMIREX. C/TRB is in the process of drafting an Administrative Agreement for review by DDI.

J. On 18 February TRB received the "DO NOT PURGE" stamps requested 3 months ago only to discover they are totally unsuitable due to their being made approximately 1/8 of the size requested.

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K. Mr. [REDACTED], Office of Security/Special Security Center has approved use of two safes in TRB for storage of Codeword material.

25X1

L. On 17 February 1976 the Executive Assistant to D/Pers asked the C/TRB to attend a meeting with him and Mr. [REDACTED] OGC, concerning a subpoena the Agency had received to appear in court in Maryland on 19 February 1976 concerning an Agency employee's employment with CIA and his earnings for the past 3 years. C/TRB prepared a request to Chief/Compensation Div/Office of Finance and requested data on a priority basis due to the extremely short deadline.

M. Position Control Section currently has approximately 200 FLSA actions to process. On numerous occasions PCS has had to contact PMCD on improperly coded actions. For example: computer programmer positions were converted to clerk typist positions due to PMCD's supplying incorrect occupational series codes which duplicated the clerk typist code. In addition PMCD is submitting to Status Section actions which are improperly coded additions or changes to occupational series and station code series. The result is an inordinately large number of rejects and wasted time on the part of Status to correct these PMCD unchecked codes. Hopefully, this will be corrected in the near future when all FLSA determinations have been made.

N. Qualifications Analysis Branch activities:

1. 14 Biographic Profiles were prepared;
2. 75 Biographic Profiles were updated;
3. 44 Biographic Profiles were furnished "As Is";
4. 3 Employee Files (31 lines) were coded;
5. 209 Cases (644 lines) - Coding updated;
6. 3,745 Sheets were xeroxed.

7. DDO/DivD was furnished a list (as of 31 December 1975) of all Agency employees with proficiency in the Korean language.

25X1



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25X1

O. RAO/OP attended a meeting on 10 February of which Mr. [REDACTED], Architect/OL, presented the layout of the OP offices which will be relocated in Ames Building. The



25X1

as the copier representative.) ISAS personnel are interested in the locations and the users of the copiers. They plan to review and recommend any changes for copiers if necessary. Their services are also available re the filing equipment which is currently being utilized and what additional equipment may be required.

P. FOIA and PA Highlights: 1 February to 15 February

1. From 1 February to 15 February there were 82 responses to Privacy Act requests from DDA/IPS and 2 FOIA responses.

2. Of the 82 Privacy Act names checked, there were no records on 73 names, only 1 card notation in AFS, and files on 8 names. Of the 82 requests, OP had card notations on less than 1 percent, and files on 10 percent.

3. Of the 2 FOIA names checked, OP had no records.

4. OP also responded to 2 FOIA appeals during this time period.

Q. Special Projects Report

Activity (1) - Dept of Justice

Name Check

Branch: TRB

Personnel

Activity (1)

Hours

Grade

2

GS-06

6 1/2

GS-04

Total

8 1/2 Hours

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II. Anticipated goals for the next week:

25X1 A. Mr. [REDACTED], NPIC, has requested a listing of 25X1  
25X1 NPIC personnel through Ms. [REDACTED] OEEO. The initial  
request "bombed out". Mr. [REDACTED] is conducting an investigation  
to determine if there is any age discrimination in NPIC.

25X1 B. [REDACTED] requested three reports to be  
updated with January data:

1. Listing of supergrades, clerical and staff  
personnel with service designation = "D".

2. Listing of DDO Fan Account Number.

3. Listing of all "D" careerists who are GS-15 and  
above.

25X1 C. Ms. [REDACTED] OP/PMCD, requested a report to  
reflect all supergrade positions and their incumbents as of  
31 January 1976.

[REDACTED] 25X1  
Chief, Control Division

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**ADMINISTRATIVE - INTERNAL USE ONLY**

12 February 1976

MEMORANDUM FOR: Executive Assistant, Office of Personnel

SUBJECT : Highlights of Activities for the Control Division  
for the Week Ending 12 February 1976

I. Highlights of activities for this Division for this week  
are as follows:

STAT

A. [ ] OP/PS, requested and was furnished with information pertaining to the last five (5) Directors' of Central Intelligence, the date they were appointed as DCI, a Table of Organization listing position titles and incumbents of all office heads and their deputies. This information was again repeated to reflect the T/O six (6) months after each of the five (5) DCI's were initially appointed. SRB worked nineteen hours on this project. TRB/PCS prepared the list of Agency Directors since Allen Dulles with their dates of Presidential appointment.

STAT

B. [ ] OP/RAD requested and was given information which would identify the names of all supergrade retirements from 30 April 1965 through 30 June 1969.

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C. [ ] OP/SPD, has asked for a report which would reflect the number of "Vietnam Era Veterans" who were or are currently employed by the Agency. This information will be used in response to a Civil Service Commission request o/a 1 March 1976.

D. As a result of the recent OTS Conversions from Contract to Staff Status, TRB discovered several errors in the Service Computation dates as prepared by CPD. One case was discovered where the SCD was in error by over 13 years. This was due to the fact that the employee was given credit for service with the Army and Air Force Exchange service which is not creditable for leave accrual per the Federal Personnel Manual. As a result, the employee may be required to pay back over 400 hours of annual leave.

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L. Qualifications Analysis Branch activities:

1. 9 Biographic Profiles were prepared;
2. 61 Biographic Profiles were updated;
3. 49 Biographic Profiles were furnished "As Is";
4. 3 Employee Files (35 lines) were coded;
5. 330 Cases (1,062 lines) - Coding updated;
6. 4,832 Sheets were xeroxed.

STAT

7. DDP [ ] was furnished names and 30 "As Is" Biographic Profiles covering all GS-15 and higher DDO employees who have law degrees and (in case any had been promoted recently or were about to be promoted) names and 14 "As Is" Biographic Profiles covering GS-14 DDO employees (as of 31 December 1975).

STAT

8. DDO [ ] was furnished a 3M photo of microfilm listing the education of all employees who attended the University of Tennessee.

9. The Biographic Profile Section personnel completed its portion of a special EEO Project on 9 February 1976. Information concerning 95 individuals was furnished to EEO Staff.

M. Twenty-two cubic feet of records were transferred to the Agency Records Center: HMAB - 7; CPD - 2; QAB - 5; PMCD - 2; IAB - 2; SAS - 1; PAC - 3.

N. Special Projects Report

Activity (1) - SSC

Name Check

Branch: TRB

Personnel

Activity (1)

Hours  
1/2

Grade  
GS-06

II. Anticipated goals for the next week:

STAT

A. [ ] requested an update on a report which reflects telephone information on operations personnel.

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B. Continue to review January staffing reports by service designation to verify the impact of two test cases identifying registry positions in the DDO Career Service.



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Chief, Control Division

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